

REGION IV COLLECTIONS TRAINING
Esther Cooper - 13th Circuit Court, Family Division

PRESENTATION OUTLINE

COLLECTION PROGRAM

Goals/Policy

Letter to Parent/Legal Guardian

Financial Statement

Establish Monthly Payments

Assignment of Wages

JIS Computer Tracking

Financial Responsibility upon Juvenile's 18th Birthday

Write-off for Poverty Cases

Show Cause Hearings

Warrant Authorization

COLLECTION REPORTS

Yearly Figures upon Full Implementation of Program

Monthly Invoices

JIS Transmittal Advice Report

Report - Collections Monthly Comparison (charted)

Report - Collections Monthly Comparison (breakdown)

Report - Monthly Invoicing Statistics

SUCCESS RATE OF PROGRAM

GOALS

- 13th Circuit Court – Effective April 1, 2001, Family Division established a collections program for which guidelines have been outlined. Unlike other adult courts, we are working with families, many of whom already suffer from financial hardships. We must be careful to work with the families in an effort to not place them in further financial jeopardy.
- Public funds are expended to cover services for cases, including delinquency and neglect & abuse. Services billed to parents include fees such as attorney fees, counseling, court costs, placement, and oversight fees. Costs billed to juveniles include fees for crime victim assessment, court costs, restitution, and drug testing charges.
- Family Division's intent is to minimize cost of services to the taxpayers of this community by placing the financial responsibility on the juveniles and parents as required by Michigan law. In cases of hardship and/or indigence, the Court has a policy in place for review of financial situations which could result in a reduction of overall charges.

**13th Judicial Circuit
Family Division**

Grand Traverse County

**280 Washington Street, Ste 202
Traverse City, MI 49684**

**Reimbursement & Collections
Policy**

**Effective: 07/01/01
Updated: 08/21/07**

SCOPE:

The 13th Judicial Circuit Court Family Division shall require that the appropriate parties of a minor shall reimburse this Court for all services provided to the family once the Court has acquired jurisdiction. When a minor turns 18 or is otherwise emancipated the Court may require the emancipated minor to contribute to outstanding fees or fines owed to the Court.

AUTHORITY:

- A) Jurisdiction is defined in accordance with in re HATCHER, 443 MICH 426, 444. The Court's jurisdiction is determined from the petition after the Judge or Referee has found probable cause to believe that the allegations contained within the petition are true.
- B) MCR 3.903(B)(2) states: "A 'juvenile' is defined as a 'minor alleged or found to be within the jurisdiction of the court for having committed an offense.' 'Minor' means a person under the age of 18, and may include a person of age 18 or older over whom the juvenile court has continuing jurisdiction pursuant to MCL 712A.2a."
- C) MCR 3.943(a) states: "A dispositional hearing is conducted to determine what measures the court will take with respect to a juvenile and, when applicable, any other person, once the court has determined following trial or plea that the juvenile has committed an offense."
- D) Reimbursement for Court services and out-of-home placement is addressed in the Michigan Juvenile Code: "An order of disposition placing a juvenile in or committing a juvenile to care outside of the juvenile's home and under state, county juvenile agency, or court supervision shall contain a provision for reimbursement by the juvenile, parent, guardian, or custodian to the court for the cost of care or service." MCL 712A.18(2).
- E) Reimbursement for Court services when a juvenile is placed on probation in the juvenile's own home is addressed in the Michigan Juvenile Code: "An order of disposition placing a juvenile on probation in the juvenile's own home may contain a provision for the reimbursement by the juvenile, parent, guardian, or custodian to the court for the cost of service. If an order is entered under this subsection, an amount due shall be determined and treated in the same manner provided for an order under MCL 712A.18(2), dealing with reimbursement for cost of care outside the juvenile's own home." MCL 712A.18(3).
- F) MCLA 712A.18b provides that "Whenever the court enters a reimbursement order and the parent or other adult legally responsible for this care of the child

fails or refuses to obey and perform the order, and has been found guilty of contempt of court for such failure or refusal, the court making the order may order an assignment to the county or state of the salary, wages, or other income of the person responsible for the care of the child, which assignment shall continue until the support is paid in full. The order of assignment shall be effective one week after service upon the employer of a true copy of the order by personal service or by registered or certified mail."

POLICY:

Court's Jurisdiction and Dispositional Options. MCR 3.943(E)(1) provides that: "If a juvenile has been found to have committed an offense, the court may enter any order of disposition as provided by MCL 712A.18. Under MCR 3.903(B)(3), 'offense by a juvenile' includes a violation of a criminal law or ordinance, violation of a traffic law, or commission of a status offense."

The court's dispositional options are as follows: (A) Warning Juvenile and Dismissing Petition; (B) Appointing a Guardian; (C) Placement in Foster Care; (D) Commitment to a Private Institution or Agency; (E) Commitment to a Public Institution or Agency; (F) Orders for Health Care; (G) Orders to Parents to Refrain from Conduct Harmful to Juvenile; (H) Appointment of Guardian for Juvenile; (*) Order for Community Service; (J); Order to Pay a Civil Fine; (K) Order for Court Costs; (L) Order to Parents to Participate in Treatment; and (M) Placement of Juvenile in Juvenile Boot Camp.

Services. The following is a comprehensive, but not exclusive, list of services which are collectable:

Attorney Fees

Civil Fines

Court Costs

Crime Victim Assessments The juvenile shall be directly responsible for Crime Victim Assessments and Restitution and the balance due in these areas must be paid in full prior to release from probation.

Medical, dental, surgical or other health care, clothing or other incidentals as the Court considers necessary. Counseling, substance abuse assessments, family assessments, psychological/psychiatric evaluations, emergency medical, medical if in placement or at home, clothing or miscellaneous expenses, physicals, drug screens, tutoring costs, transporter costs & mileage, in-home parenting classes

Monthly Oversight Fees

Placement Costs for care or service of child out of home. Non-secure detention, secure detention, foster care, institutional care, day treatment programming
Restitution.

COLLECTIONS ADMINISTRATION

The Collections Specialist shall have the designated responsibility for collections administration and management. Written collections policies will be followed with crediting of payments in accordance with statute (MCL 712A.29(1) and 780.794(a). All collection of funds will be done by the County Clerk's office and forms of payment accepted include cash, money orders, personal checks and/or credit cards. Any NSF checks shall be processed according to the procedure established by the County Clerk's Office. Any bonds collected shall be converted to payor's obligations as soon as available. Write-off procedures shall be in accordance with the SCAO Model Policy and shall be determined on a case-by-case basis, considering the circumstances of the debt and the payor. The Collections Specialist shall review various reports on a monthly basis to determine that account records are accurate and up-to-date.

ENFORCEMENT

Enforcement action shall be applied in a timely manner. A delay of enforcement action to accommodate delays in mail or internal processing should not exceed (7) days. Enforcement for noncompliance may consist of, but not be limited to, noticing, phone contact, reporting to credit agency, show cause hearings, involuntary wage/bank account assignment, civil execution, bench warrant. Individuals shall be notified that failure to pay a scheduled amount on the due date will require their appearance at Court to offer an explanation. Penalties for noncompliance shall be applied consistently and in accordance with the law. The Court may consider use of third party collection enforcement, including private companies, the Department of Treasury and other funding unit departments.

PROCEDURE

The chief staff responsible for the collection of parental reimbursement shall be the Collections Specialist of the Family Division under the supervision of the Family Division Office Manager.

At a preliminary hearing where the juvenile pleads not guilty and requests a court-appointed attorney, the Referee shall order a time and date for the parent(s) to meet with the Collections Specialist the following week, assignment made from a schedule provided by the Collections Specialist with hourly increments. This is a required meeting for the parent(s) to attend and fines may be assessed for a missed meeting and, if required, a Show Cause Hearing Judge will be scheduled. A Schedule of Attorney Fees shall be provided to the parent(s) informing them of potential costs. The parent(s) are provided a SCAO approved financial form to be completed and brought to their meeting.

Parent(s) who choose to submit 100% reimbursement upon the initial order or parent(s) reimbursing only service fees are not required to submit a financial order with the Court. An appropriate agreement shall be executed by the parent(s) and placed in the file. At the initial meeting with the Collections Specialist a list of all potential services for which the juvenile and parent(s) may be responsible will be provided, which details how the costs are required to be reimbursed. These services may include, but are not limited to, counseling fees, detention fees, restitution, stress management class fee, drug testing fees and/or crime victim's fee. The Collections Specialist will also determine if there is insurance available to cover any costs.

The Collections Specialist will work with the parent(s) to determine an acceptable monthly payment to be made to the Court for services and the Specialist will prepare an Order for Reimbursement, provide a copy to the parent(s), with a signed copy being mailed upon signature of the Judge.

If a monthly fee amount is not reached, the Collections Specialist will provide the parent(s) with a financial packet, requesting it be filled out in its entirety and brought back to another meeting within one week to establish a monthly payment based upon a formula established by the Court.

The Collections Specialist will provide the parent(s) with a business card for future reference and stress the importance of communications for any delayed or missed payments. The Specialist will also provide information on manner and location for making payments at which time notification regarding consequences for noncompliance of payment are provided.

Costs shall be billed 50% to each parent unless proof is provided that one parent has no responsibility for juvenile. Once a juvenile has reached the age of 18, he or she will be required to pay reimbursement to the Court on any outstanding balance and payments made to the Court by a juvenile will be split in equal ratios to the parents, guardian or custodian's outstanding balance.

Monthly statements will be forwarded . Any balance having no payments applied for thirty (30) days will have the statement stamped "PAST DUE" to notify the parent that a Show Cause Hearing will be scheduled if the amount due is not received prior to 60 days from the original due date. Additional fines and costs may accrue as a result of a Show Cause Hearing.

Financial reports are run monthly, including aging and show cause reports. Show Cause Hearings will be assigned one day per month before the Judge. The Collections Specialist attends all Show Cause Hearings and provides the Judge with a report detailing the reason for each hearing, the original arrangements, payment history and reason provided for nonpayment.

The Court will use such tools as wage assignment, tax intercept, tribe per cap intercept, etc., as may be deemed appropriate. A Bench Warrant may be used as a final tool, with bond set in the amount of nonpayment. Funds from a bond may be used for application to the balance due.

State of Michigan



DAVID L. STOWE
JUDGE OF PROBATE

The Circuit Court for The Thirteenth Judicial Circuit – Family Division **Probate Court for the County of Grand Traverse**

Dear Parent/Legal Guardian:

It is expected that public funds will be expended to cover services provided for your child; Michigan law requires parents to be held liable for reimbursement of these expenses. The 13th Judicial Circuit Court, Family Division, handles all collections through their Collections Department and their computerized billing program. Our policy allows for the Referee to order, for those requesting a court-appointed attorney, a time and date for the parent(s) to meet with the Financial Officer the week following the petition's presentation in Court. This is a required meeting for the parent(s) to attend and fines may be assessed for missed meetings and, if required, a Show Cause Hearing before Judge Stowe will be scheduled for non-appearance.

Costs that may be incurred by the juvenile include crime victim fees, state costs, restitution and drug testing charges. These fees must be paid prior to release from Court jurisdiction. All other services will be billed to the parents at 100%, or, in some cases of separation or divorce, 50% to each parent. It is the responsibility of a parent claiming no financial responsibility to provide the appropriate Court documentation verifying same.

Costs that may be incurred by parents include:

COURT-APPOINTED ATTORNEY FEES:

| | |
|---|-------|
| Delinquency Case through Pretrial Conference | \$250 |
| Neglect/Abuse Case through Pretrial Conference | \$350 |
| Subsequent Petitions within the same time period | \$50 |
| Plea Hearing | \$50 |
| Final Conference prior to Trial | \$100 |
| Hearings: Dispositional Hearings, Motions, 2nd Pretrial, Evidentiary Hearings, Probation Violation Hearings, Show Cause, Permanency Planning and Termination Hearings | \$100 |
| Review Hearings | \$50 |
| Non-Appearance of Client (at any hearing) | \$50 |
| Trials - First ½ day | \$250 |
| Each ½ day thereafter | \$200 |
| Waiver of Jurisdiction Hearing | \$250 |

COURT COSTS As deemed appropriate by Court

DRUG TESTING

EVALUATION/COUNSELING and IN-HOME CARE PROVIDERS:

Dependent on required services, costs may vary from \$50 - \$100/hr

GUARDIAN AD LITEM APPOINTMENT \$25/month

ROBERT P. GRIFFIN HALL OF JUSTICE
280 WASHINGTON STREET, TRAVERSE CITY, MI 49684

PROBATE COURT
SUITE 223
231/922/6862

FAMILY COURT
SUITE 202
231/922/4640

JUVENILE
SUITE B106
231/922-4650

VOLUNTEER SERVICES
SUITE B150
231/922/4827

MEDICAL, DENTAL, SURGICAL OR OTHER HEALTH CARE, CLOTHING OR OTHER INCIDENTALS
AS THE COURT MAY CONSIDER NECESSARY

OVERSIGHT FEE - monthly probation fee per case (range \$25-\$50/month)

PLACEMENT COSTS in an out-of-home placement, including transportation

IN-HOME DETENTION COSTS, including electronic monitors, home pbt's, etc.

EXPENDITURES NOT COVERED by grant or program funding or other public funding source.

At the first financial appointment, a monthly payment to cover anticipated charges will be established. If the Financial Officer and parent(s) are unable to reach an agreeable amount, a full set of financial documents will be provided for completion and another meeting will be scheduled to reach an agreeable amount.

You will receive a monthly statement in the mail to assist you in making timely payments. The statement will show any current charges and previous balances. If, upon receipt of your statement, you are unable to pay the full balance, it is your responsibility to contact the Collections Department at 231/922-6871 and schedule a financial consultation to establish a monthly payment plan. Your payment will be due the 1st of each month until all costs are paid in full. Under Family Division policy, failure to reply or nonpayment may result in a Show Cause Hearing before Judge Stowe; if required, arrest warrants may be issued.

Checks should be made out to Family Court Records, with the juvenile's name, case # and party # noted in the memo section of the check and forwarded to 280 Washington Street Avenue, Traverse City, MI 49684. Payments are also accepted at the Records Counter, Family Division, 3rd Floor, Governmental Center, 280 Washington Street, Traverse City. With the exception of restitution, based upon a local Family Court Records policy, we accept VISA/Mastercard when card is presented in person and is signed.

Effective 10/03, if there are Crime Victim or Restitution charges due on the juvenile's account, one half (½) of any payments made on this case will be credited to those charges.

The Court is willing to work with you in meeting this financial obligation. Your responsibility will include notifying the Collections Department of any financial status changes.

Should you have any questions, feel free to contact the Collections Office at 231/922-6871.

STATE OF MICHIGAN
JUDICIAL CIRCUIT - FAMILY DIVISION
GRAND TRAVERSE COUNTY

FINANCIAL STATEMENT

CASE NO.
PETITION NO.

Court address 280 Washington Street, Ste 202, Traverse City, MI 49684 Court telephone no. 231/922-6871

1. In the matter of
(name(s), alias(es), DOB)

| | | | | | | | | | | | | |
|--|--|---|---|-------------------------|----------------|--|--|--|---|--------------------------|----------------|--|
| PERSONAL & EMPLOYMENT INFORMATION | 1. Name | | | 2. Date of birth | | | 10. Spouse | | | 11. Date of birth | | |
| | 3. Soc. sec. no. | | | 4. Driver license no. | | | 12. Soc. sec. no. | | | 13. Driver license no. | | |
| | 5. Employer's name | | | 6. Length of employment | | | 14. Employer's name | | | 15. Length of employment | | |
| | 7. Employer's address | | | | | | 16. Employer's address | | | | | |
| | 8. Gross pay \$ _____ per _____ (attach W-2) | | 9. List payroll deductions from amount at left | | | | 17. Gross pay \$ _____ per _____ (attach W-2) | | 18. List payroll deductions from amount at left | | | |
| | | | Federal inc. tax | | State inc. tax | | | | Federal inc. tax | | State inc. tax | |
| | | | FICA | | Other: | | | | FICA | | Other: | |
| | | | | | | | | | | | | |
| | 19. Home address | | | | | | 20. Telephone no. | | | | | |
| | 21. Marital status <input type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> separated <input type="checkbox"/> divorced | | 22. Names and ages of dependents residing with petitioner | | | | | | | | | |
| | | 23. Names, ages, and relationships of all other people living in the home | | | | | | | | | | |

24. **MEDICAL/MEDICAID/DENTAL/OPTICAL INSURANCES** List company name and policy no., and whether group, co-deductible, etc.

25. **OTHER INCOME** List below all other income, including: overtime, tips, public assistance, child support, unemployment, veteran's benefits, social security, pensions, workers comp., disability, interest, dividends, rent, etc.

SOURCE OF INCOME

| | | |
|-------|----------|-----------|
| _____ | \$ _____ | per _____ |
| _____ | \$ _____ | per _____ |
| _____ | \$ _____ | per _____ |
| _____ | \$ _____ | per _____ |
| _____ | \$ _____ | per _____ |
| _____ | \$ _____ | per _____ |
| _____ | \$ _____ | per _____ |
| _____ | \$ _____ | per _____ |
| _____ | \$ _____ | per _____ |

PLEASE CONTINUE ON OTHER SIDE IF NECESSARY (Item 29)

26. **ASSETS** (other than real estate and motor vehicles)
List all other assets below, including: checking and savings accounts, stocks, bonds, insurance cash value, IRA's, deferred compensation, retirement funds, bond posted, etc.

BALANCE INSTITUTION NAME

| | | |
|----------------|--|--|
| Checking/Draft | | |
| Savings | | |
| Credit Union | | |

ASSET VALUE

| | |
|-------|----------|
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |

PLEASE CONTINUE ON OTHER SIDE IF NECESSARY (Item 29)

27. PROPERTY

REAL ESTATE

| Purchase Price | Current Value | Loan Balance | Payments |
|----------------|---------------|--------------|----------|
| | | | |
| | | | |

MOTOR VEHICLES

| Year | Make | Loan Balance | Payments |
|------|------|--------------|----------|
| | | | |
| | | | |

PLEASE CONTINUE ON OTHER SIDE

28. OTHER PAYMENTS (Do not include payroll deductions listed in items 9 and 18 or property payments listed in item 27)

List all other payments, including: rent, utilities, support, loans, garnishments, mandatory union dues, mandatory retirement contributions, etc.

| ITEM | PAYMENT | BALANCE | ITEM | PAYMENT | BALANCE |
|-------|--------------------|----------|-------|--------------------|----------|
| _____ | \$ _____ per _____ | \$ _____ | _____ | \$ _____ per _____ | \$ _____ |
| _____ | \$ _____ per _____ | \$ _____ | _____ | \$ _____ per _____ | \$ _____ |
| _____ | \$ _____ per _____ | \$ _____ | _____ | \$ _____ per _____ | \$ _____ |
| _____ | \$ _____ per _____ | \$ _____ | _____ | \$ _____ per _____ | \$ _____ |
| _____ | \$ _____ per _____ | \$ _____ | _____ | \$ _____ per _____ | \$ _____ |
| _____ | \$ _____ per _____ | \$ _____ | _____ | \$ _____ per _____ | \$ _____ |
| _____ | \$ _____ per _____ | \$ _____ | _____ | \$ _____ per _____ | \$ _____ |

PLEASE CONTINUE BELOW IF NECESSARY

29. EXTRA SPACE Use this space if you ran out of room above. Please label your items as INCOME, ASSETS, PROPERTY, PAYMENTS, etc.

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

30. Attach a copy of last year's Federal Income Tax Return.

I declare that this financial statement has been examined by me and that its contents are true to the best of my information, knowledge, and belief. I further authorize the release of any information needed to verify this statement or any other information needed to verify my financial affairs.

I understand that if I knowingly list any false information on this financial statement, I may be found in contempt of court.

| | | |
|-------|-----------|----------------------------|
| _____ | _____ | _____ |
| Date | Signature | Relationship to child(ren) |
| _____ | _____ | _____ |
| Date | Signature | Relationship to child(ren) |

FOR COURT USE ONLY**REVIEW AND RECOMMENDATIONS:**_____
Signature

REQUEST FOR MONTHLY PAYMENT

If a request by a party is made for monthly payments, the financial form is reviewed by the Collections Specialist and an appropriate payment is determined.

A payment agreement is prepared and signed by the party, copy provided to the party and the original placed in the file.

State of Michigan
13th Judicial Circuit Court – Family Division

Agreement to Accept Proposed Payment Plan

I (we), *,* --address--, in consideration of the above case number, agree to pay \$*, effective *, and the first of each month thereafter until all balances are paid in full.

I (we) further agree to cover all other costs that are my (our) legal responsibility applying to the above Case # upon receipt of billings or to make alternate arrangements with the Collections Department of Family Court. If my (our) financial situation allows, increased or additional payments will be made.

Signed & Dated

Approved:

Collections Specialist

Dated: _____

ASSIGNMENT OF WAGES

Voluntary Assignment of Wages and Court-Ordered Assignments are used in situations where deemed appropriate.

An Order for Reimbursement is prepared.

Wage Assignments are valuable with parties who have more of a long-term stability in their jobs. Assignments are not worth our time, or the employer's time, for those who change jobs every few weeks.

Approved, SCAO

STATE OF MICHIGAN
JUDICIAL CIRCUIT - FAMILY DIVISION
COUNTY

**ORDER FOR
ASSIGNMENT OF WAGES**

**CASE NO.
PETITION NO.**

Court address

Court telephone no.

1. In the matter of
(name(s), alias(es), DOB)

2. Date of hearing: _____ Judge: _____ Bar no.

THE COURT FINDS:

3. On _____ this court entered an order directing _____
Date Name
to reimburse the court for costs assessed in the above matter.

4. The above person has failed to comply with the order of reimbursement and is in contempt of court.

IT IS ORDERED:

5. _____ , _____
Name Address

employer, shall withhold from the earnings due the person the amount of \$ _____ per week, effective one week after service upon the employer of a true copy of this order, and shall forward the withholding to:

Name Address

6. The employer shall not use the assignment as a basis, in whole or in part, for the discharge of the employee or for any other disciplinary action against the employee.
7. Your compliance with this order is required by law.
8. This order shall remain in full force and effect until further order of the court.

Date

Judge

Do not write below this line - For court use only

JIS COMPUTER TRACKING

Family Division uses the Judicial Information Systems (JIS) to record and track all charges and payments.

Invoices are prepared once a month, usually mailed by the 5th of the month, with payment due the 1st of the next month.

We include a notice on the invoice – ‘failure to make monthly payment or pay invoice in full upon receipt will result in a Show Cause Hearing, and/or a warrant being issued.’

Financial Responsibility upon Juvenile's 18th Birthday

At the time a juvenile turns 18 in delinquency cases, a parent may request that the new adult become responsible for any outstanding charges.

If such a request is made, a Show Cause Hearing is scheduled for all parties and the Judge has an opportunity to review the file, payments made, and hear testimony.

If the parties have been faithful in making payments and the 18 year old has the capability to take over payments, it may be Ordered.

If say M01 has paid 90% of her invoice, F01 has made no payments, the 18 year old may be Ordered to take over remainder of M01 account and only a portion or none of the F01 account.

If the 18 year old is financially unable to make payments at this time, the burden may rest with the parents for a review in the future.

Each case is looked at independently, allowing for the best solution for the situation. Past payment history must be considered.

Formula for Poverty Level Write Off

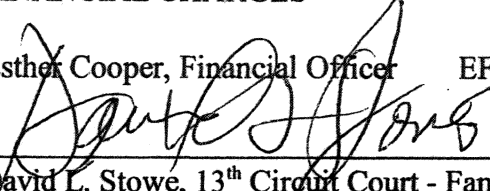
Upon request and completion of the Financial Statement, the following formula is used for writing off charges:

| <u>Category</u> | <u>Annual Income</u> | <u>% of Amount Charged</u> |
|-----------------|----------------------------|----------------------------|
| 1 person family | \$10,000-\$20,000-\$30,000 | 25%-50%-100% |
| 2 person family | \$20,000-\$30,000-\$40,000 | 25%-50%-100% |
| 3 person family | \$25,000-\$35,000-\$45,000 | 25%-50%-100% |
| 4 person family | \$30,000-\$35,000-\$40,000 | 25%-50%-100% |

POLICY AND PROCEDURE - Financial
13th CIRCUIT COURT - FAMILY DIVISION
Page 1 of 1

TITLE: FINANCIAL CHARGES

INITIATED BY: Esther Cooper, Financial Officer EFFECTIVE DATE: 10/01/04

APPROVED BY:  11/2/04
David L. Stowe, 13th Circuit Court - Family Division Judge

PURPOSE: Michigan law mandates that parents shall reimburse Family Division Court for any costs incurred and paid by the Court. This Court, cognizant that these costs can elevate to extremely high numbers, and, cognizant that it is not the desire of the Court to place the family in financial jeopardy, rather to assist in helping them to reach their financial obligation as mandated by law, the following policies are hereby established:

CURRENT CHARGES:

Effective 01/01/04, State Ward and State Detention charges are being placed monthly on the parents' accounts. Should parents be unable to pay such account, the Financial Officer will request that a Financial Statement be completed and upon receipt of that statement, the costs will be adjusted to the following formula:

| Category | Annual Income | Reimbursement |
|-----------------|--------------------------|------------------|
| 1 person family | 10,000 - 20,000 - 30,000 | 25% - 50% - 100% |
| 2 person family | 20,000 - 30,000 - 40,000 | 25% - 50% - 100% |
| 3 person family | 25,000 - 35,000 - 45,000 | 25% - 50% - 100% |
| 4 person family | 30,000 - 35,000 - 40,000 | 25% - 50% - 100% |

CHARGES FOR 01/2001 - 12/2003

Parents may, pursuant to State law, request that the juvenile (if 18 or older) be responsible for outstanding charges. Should a parent request review of the charges, a Financial Statement will be requested and the above formula used.

Show Cause Hearings

Accounts that are more than sixty (60) days past due are scheduled for show cause hearings. An account is scheduled for show cause only ONE time.

Regardless, upon appearance or no show, an Order is entered. Upon appearance, a payment schedule is arranged and stated in the Court's Order. Upon failure to appear, a date is provided for pay off of account balance or immediate contact with Collections Officer.

Final ¶ of Order states: Failure to meet the conditions mentioned above, or, to contact the Court's Collections Officer will result in a bench warrant being issued.

Warrant Authorization

Bench warrants are issued when parties (1) fail to pay their account balances off as stated in the Court's Show Cause Order, or, (2) they fail to pay according to the payment schedule agreed to at the hearing.

A bond amount is assessed, an amount that is varied. It could be a flat rate of 5 or 10% of the total balance, or, an amount determined by number of late payments.

This process works well as it is achievable.

Bench warrants are restricted to a '100 mile radius.'